

TO: Mayor and Board of Trustees

FROM: Village Administrator Steve Stricker and Staff

SUBJECT: Regular Meeting of May 29, 2012

DATE: May 25, 2012

PLEDGE OF ALLEGIANCE: Sarah Frankel, Anne M. Jeans School

6. ORDINANCES

A. Special Use (7926-8010 Madison Street – Burr Ridge Fitness)

Enclosed is an Ordinance granting special use approval for a health and wellness clinic at 7928 Madison Street. The Plan Commission recommended approval of this petition and, at its May 14 meeting, the Board directed staff to prepare the attached Ordinance.

It is our recommendation: that the Ordinance be approved.

B. Special Uses (104 Burr Ridge Parkway – Burr Ridge Bagel)

Enclosed is an Ordinance granting special use approval for outdoor sidewalk seating for the Great American Bagel Restaurant at 104 Burr Ridge Parkway. The Plan Commission recommended approval of this petition and, at its May 14 meeting, the Board directed staff to prepare the attached Ordinance.

It is our recommendation: that the Ordinance be approved.

C. Special Uses (324 Burr Ridge Parkway – Capri Ristorante)

Enclosed is an Ordinance granting special use approval for sidewalk tables and chairs for Capri Restaurant at 324 Burr Ridge Parkway. The Ordinance includes the conditions recommended by the Plan Commission limiting the tables and chairs to a waiting area for restaurant patrons. The Plan Commission recommended approval of this petition and, at its May 14 meeting, the Board directed staff to prepare the attached Ordinance.

It is our recommendation: that the Ordinance be approved.

D. Special Use (780 Village Center Drive – Topaz)

Enclosed is an Ordinance granting special use approval for the expansion of an enclosed outdoor dining area for the Topaz Café at 780 Village

Center Drive. The Plan Commission recommended approval of this petition and, at its May 14 meeting, the Board directed staff to prepare the attached Ordinance.

It is our recommendation: that the Ordinance be approved.

E. Amend Chapter 60 – Amusement Tax

Based on normal review of our Ordinances, Village Attorney Scott Uhler is recommending a few amendments to Chapter 60 of the Burr Ridge Municipal Code as it relates to Amusement Tax. Enclosed please find a revised Ordinance, which broadens the range of the tax and clarifies how the tax is collected, based on gross receipts. There are currently no businesses in Burr Ridge for which the Amusement Tax is imposed.

It is our recommendation: that the Ordinance be approved.

7. RESOLUTIONS

A. Resolution of Appreciation - Zawaideh Stormwater Award

The Burr Ridge Stormwater Committee has long been an advocate of private investment in the stormwater systems in Burr Ridge. Our community has over 100 detention basins, as well as many miles of streams, rivers, and regulated floodplain. The vast majority of these systems are under the ownership and maintenance of private parties; primarily homeowners, businesses, and homeowners associations. In this regard, the Stormwater Committee wishes to acknowledge and commend those parties who improve a portion of the storm water system on their property, which serves not only the benefit of the immediate property owners, but the larger community as well.

The Zawaideh Family project included sediment removal and stream bank stabilization adjacent to their home in Arrowhead Farms. The discharge channel for the Arrowhead Farms ponds had become filled with sediment and overgrowth during the last 20 years. This was a concern for subdivision residents and for the Village, as potential existed for blockage of the roadway culverts. Also, significant erosion had occurred, which caused unstable slopes, transport of sediment into the waterways, and loss of turf grass lawn areas.

The Zawaideh family contracted with Naperville Excavating to remove the overgrowth, reconstruct the channel, and to install stream bank stabilization at the site. The improvements that were undertaken at this location will be long-lasting and will ensure that the drainage system works well, to the mutual benefit of the Zawaideh family, the Arrowhead Farms subdivision, and the larger community.

The Stormwater Committee wishes to congratulate the Zawaideh Family on completing this project, and to present them with a "Pond and Stream Beautification Award". This project will be acknowledged by a notation on the plaque in the Village Hall foyer, and by a granite award marker that will be installed at the site. Congratulations!

It is our recommendation: that the Resolution be adopted.

8. CONSIDERATIONS

A. **Space Needs Committee Recommendation – Contract for Board and Conference Rooms Renovation**

On Monday, May 14, the Space Needs Committee voted unanimously to recommend that a contract be awarded to JC Anderson, Inc. for the renovation of both the Board Room and Conference Room. The Village received four bids for this project as follows:

COMPANY	BOARD ROOM	CONFERENCE ROOM	ADD'L LIGHTING	TOTAL
JC Anderson	\$119,381	\$10,207	\$6,046	\$135,634
Alps	\$139,064	\$12,268	\$5,665	\$157,888
KM Holly	\$127,270	\$14,942	\$13,000	\$155,212
Schwartz Construction	\$144,763	\$17,637	\$14,300	\$176,700
Consultant Estimate	\$125,097	\$12,800	-----	\$137,897

Please note that these figures do not include furniture, which was budgeted at \$34,569, AV Equipment (see Item #8B below) or draperies, which was budgeted at \$3,338. The quote for draperies came in at \$3,098 for the Board Room.

In addition, there was an alternate bid from JC Anderson for additional lighting to improve the quality of the cable TV picture in the amount of \$6,046, which the Committee also recommended be approved.

The Board will recall that \$175,000 was budgeted this fiscal year for the Village Hall renovation project in the Capital Improvements Fund and an additional \$55,000 was budgeted for the AV Equipment in the Information Technology Fund. However, there still remains more than \$450,000 in the Capital Projects Fund that is set aside specifically for the renovation of the Village Hall.

It is our recommendation: that the recommendation of the Space Needs Committee be approved and that a contract be awarded to JC Anderson, Inc. in the amount of \$135,634.

B. Space Needs Committee Recommendation – Contract for Board and Conference Rooms AV and Cable TV Equipment

In conjunction with the Village Hall Board and Conference Rooms renovation, upgrades to the Village's audio-visual and cable broadcast capabilities are proposed. The current equipment is from the 1980's and is obsolete and prone to failing. Specifications for the equipment were developed and solicited to vendors. The upgrades consist of the following configuration:

- Board Room: An upgraded computer projector, screen, and speakers. LED display screens at each dais seat for computer projection. Two microphones for the podiums and two wireless microphones for the control system.
- AV Closet: The back room of the board room, the control system that will manage the complete AV system
- Video Editing Room: New cameras (board room), mixing board and monitors for broadcasting.
- Conference Room: Mounted LED screen for computer projection. AV, network, and phone hook ups in the conference table

Six vendors responded with the following quotes:

Location	Budget	AVLET	Frostline	Esscoe	Procom	Advent	GFI
Board Room	\$9,840	\$8,876	\$8,747	\$8,700	\$12,570	\$8,291	\$10,690
AV Closet	\$14,210	\$12,204	\$13,374	\$14,840	\$10,042	\$14,856	\$16,939
Video Editing Room	\$22,200	\$21,291	\$21,940	\$24,400	\$23,619	\$21,685	\$28,518
Labor & Installation	\$8,750	\$7,675	\$7,681	\$10,560	\$15,832	\$17,127	\$13,664
Subtotal	\$55,000	\$50,046	\$51,741	\$58,500	\$62,063	\$61,959	\$69,810
Conference Room	\$2,220	\$1,841	\$1,988	\$4,600	\$2,814	\$4,670	\$8,882
TOTAL	\$57,220	\$51,886	\$53,729	\$63,100	\$64,877	\$66,629	\$78,691

The low bid, Avlet Inc., is based out of Wheaton Illinois. They are a qualified audio visual company specializing in the configuration, installation, and support of commercial and residential systems. Avlet was the vendor that installed the AV system in the Police facility training room. They did an excellent job during that installation and we were happy with their work.

It is our recommendation: that a contract for Board Room and Conference Room AV and cable TV equipment be awarded to Avlet Inc. in the amount of \$51,886.

C. Community Survey Question & Answer

This is an item that will be placed on the agenda for the next several months. Mayor Grasso will present community-asked questions and

answers that were generated through the recent Community Survey. The questions and answers will then be placed on our website.

D. Contract for Streetlight Maintenance

The Burr Ridge Public Works Department performs the majority of streetlight maintenance work with in-house personnel. However, it occasionally becomes necessary to utilize contractors for work which cannot be performed with Village crews or equipment, such as the replacement of damaged streetlights following traffic accidents, removing and replacing underground conduit and wiring, and for more difficult repairs that require advanced electrical expertise.

Due to the nature of this work, it is necessary to have a contractual agreement in place with a contractor(s) that is familiar with the Village's system, and can perform work without Village supervision. This is especially necessary for emergency response (i.e. a streetlight has been knocked down by a traffic accident). As-needed contractual streetlight maintenance work is performed based upon a "time and materials" basis, therefore it is necessary to define labor rates as a function of the contract. Historically, the Village has retained a maintenance contract with Meade Electric to perform this work, and we have been satisfied with their responsiveness, quality control, and workmanship. Nonetheless, staff feels that it is in the Village's best interest to have hourly agreements (a.k.a. "time and materials" agreements), with more than one contractor in order to ensure a competitive environment, and to ensure that an alternate source is available in the event that the primary source is delayed or is unable to perform the required work due to other commitments.

Therefore, in 2009, staff solicited additional pricing from RAG's Electric. The utilization of multiple contractors has allowed the Village to maintain a competitive costing schedule, and compel contractual work to be performed more quickly. During the last three years, both contractors have performed well when called upon. Therefore, staff has solicited updated time and materials cost schedules from Meade Electric, and from Rag's Electric, for the next three year term. Meade has agreed to hold their hourly electrician rate at \$95 per hour for the three year term; RAG's 2012 rate will be \$93, followed by \$94.50 and \$96 in 2013 and 2014 respectively (see attachment).

It is our recommendation: that the Board approve the time and materials cost proposals from Meade Electric and from Rag's Electric, as applicable to the years 2012 – 2015.

E. Contract for Police Station Security System Maintenance

The 12 month warranty for the computers, hardware and software system upgrades in the police facility expired October 2011 and \$10,760 was budgeted in FY 12-13 for a maintenance contract. The Police Department would like to contract with MIDCO, Inc., due to the fact that they are a local Burr Ridge company and the company that installed the system. MIDCO has provided excellent service during the warranty period.

The MIDCO three-year service maintenance contract will cover the computer hardware and software updates that control facility access control systems, interview/interrogation video, audio systems, and associated routers and switches in the main computer room. The scope of this service agreement covers response by MIDCO Monday through Friday from 8:30 AM to 4:30 PM. The agreement will remain in force for three years from June 1, 2012. The annual cost of the maintenance contract for a three year contract is \$10,760.

It is our recommendation: that a three-year contract for the Police Station Security System Maintenance be awarded to MIDCO at \$10,760 per year.

F. Request for Hotel/Motel Tax Funds – I & M Canal Dues

Enclosed is a letter from David “Ned” Capouch, Chairman of the I & M Canal National Heritage Corridor Civic Center Authority Board, requesting the annual dues contribution in the amount of \$2,900. \$3,000 has been placed in the Hotel/Motel Tax Fund Budget for this purpose.

It is our recommendation: that the request from the I & M Canal National Heritage Corridor for dues in the amount of \$2,900 be approved.

G. Request for Hotel/Motel Tax Funds – Flagg Creek Heritage Society

Enclosed is a letter from Linda Petrasek, Secretary of the Flagg Creek Heritage Society, requesting a contribution toward the continued operation of its museum. \$2,500 has been placed in the Hotel/Motel Tax Fund Budget for this purpose.

It is our recommendation: that the request from the Flagg Creek Heritage Society for a contribution toward operation of its museum in the amount of \$2,500 from the Hotel/Motel Tax Fund be approved.

H. FMLA Leave of Absence – Cpl. Mike Barnes

Enclosed please find memos from Cpl. Mike Barnes and Police Chief John Madden requesting approval of up to 12 weeks of intermittent leave of

absences under the Family Medical Leave Act for Cpl. Barnes to care for his seriously ill parents and his minor child, which qualify under the FMLA regulations for a leave. Cpl. Barnes has exhausted his sick leave and will be using vacation time to cover his time off. He is requesting FMLA leave approval for intermittent vacation time off without limitation of minimum staffing guidelines or overtime. He is also requesting that the FMLA leave approval be retroactive to May 16, 2012, to cover any requests between May 16 and May 29.

It is our recommendation: that the request for up to 12 weeks of intermittent leaves of absence under the Family and Medical Leave Act for Cpl. Mike Barnes be approved.

I. Approval of FY 11-12 Vendor List

Enclosed is the FY 11-12 Vendor List in the amount of 89,807.36 for all funds.

It is our recommendation: that the FY 11-12 Vendor List be approved.

J. Approval of FY 12-13 Vendor List

Enclosed is the FY 12-13 Vendor List in the amount of \$263,096.74 for all funds, plus \$182,671.22 for payroll, for a grand total of \$445,767.96. The FY 12-13 Vendor List includes the following special amount:

- \$60,000.00 – Kramer Tree Specialists for EAB treatments in May
- \$70,560.00 – Pleasantview Fire Protection District for CAD System purchase (out of E-9-1-1 Funds)

It is our recommendation: that the FY 12-13 Vendor List be approved.